



**Policy: 2101**  
**Procedure: 2101.19**  
**Chapter: Business and Finance**  
**Rule: Travel Orders, Advances, and Claims**

**Effective: 03/06/08**  
**Replaces: 2101.19**  
**Dated: 07/14/00**

**Purpose:**

Employees shall be reimbursed in a timely manner for personal expenses incurred when traveling and conducting state business on behalf of the Arizona Department of Juvenile Corrections (ADJC).

**Rules:**

**1. Out-of-State Travel:**

- a. The **ADJC DIRECTOR**, at his discretion, shall authorize all out-of-state official employee travel in compliance with the State Travel Policy.
  - i. Approximately 30 days prior to a scheduled trip the **ADJC TRAVELER** shall:
    - (1) Send a standard travel memo to the Director for his/her approval from the employee's Superintendent or Administrator, that has been approved by the appropriate Assistant Director, Division Director, and/or the Superintendent of Education, which includes the following:
      - (a) Recommendation for travel;
      - (b) Purpose of travel;
      - (c) Explanation of the benefit to the agency;
      - (d) Amount/cost of travel; and
      - (e) Cost center paying for the travel funds.
    - (2) Attach a completed GAO-509 State of Arizona Out-of-State Travel Approval Request (ADJC Form 2101.19A) to the memo; and/or
    - (3) Attach a completed GAO-509A State of Arizona Request for Travel Advance – HRIS (ADJC Form 2101.19B), if applicable.
  - b. When an ADJC employee anticipates changes in his/her travel request (i.e., rental cars, three or more employees traveling as a group, exceeding state reimbursement rates, and staying longer on personal time) **S/HE** shall:
    - i. Send an exception memo to the Director for his/her approval from the employee's Superintendent or Administrator, that has been approved by the appropriate Assistant Director, Division Director, and/or the Superintendent of Education, which includes the following:
      - (1) The reason for the exception in detail;
      - (2) If a car is needed, the requesting of permission and the justification of costs for the use of a rental car. Rental motor vehicles may be authorized when other means of travel cannot be used economically;
      - (3) Any cost savings which would accrue to the state by this exception.
    - ii. Forward the exception memo to the Director with the standard travel memo.
  - c. After receiving the Director's approval, the **ADJC TRAVELER** shall:
    - i. Forward the original travel request to Central Office(CO)Accounting; and
    - ii. Contact ADJC's Travel Coordinator at **CO ACCOUNTING** who shall proceed with the travel arrangements.
2. To ensure cost-effective airfare rates, the **ADJC TRAVELER** shall:
  - a. Submit GAO-509 State of Arizona Out-of-State Travel Approval Request (ADJC Form 2101.19A) to CO Accounting several weeks early;
  - b. At a minimum, submit all travel orders to CO Accounting at least 10 calendar days in advance of the expected departure date;
  - c. Attach the conference brochure to the Out-of-State Travel Approval Request.

3. **ADJC** shall use the following criteria before approving a rental car:

One - two travelers	One week or less	Compact car
Three travelers	One week or less	Intermediate car
Two - three travelers	One week or more	Intermediate car
Four travelers	One week or less	Intermediate car

  - a. If there are unusual circumstances which make the above criteria unworkable, the **DIRECTOR** may approve the appropriate size vehicle upon receipt of a properly substantiated justification.
4. **ADJC** shall not be responsible for any charges or for resolving disputes associated with billing on corporate cards which were issued to an individual traveler.
  - a. **ADJC TRAVELERS** shall:
    - i. Be liable for all charges; and
    - ii. For making payments on a timely basis.
5. **ADJC TRAVELERS** shall not draw a travel advance from any agency revolving fund but may use their state-contracted corporate card to obtain a travel advance from an Automated Teller Machine (ATM).
6. **ADJC** shall place under disciplinary action any ADJC traveler making improper expenditures on a state-contracted corporate card.
7. The **FACILITY BUSINESS OFFICE OR CO ACCOUNTING** shall ensure:
  - a. A travel advance from State funds does not exceed 80% of the total estimated meals and incidental expense and lodging reimbursement. Estimates shall be based on the allowable reimbursement rates for the destination or the actual expenses;
    - i. Since the cardholder is charged for each use of an ATM for a cash advance, an **ADJC TRAVELER** shall:
      - (1) Estimate cash needs and make a single withdrawal of at least \$60.00, rather than make frequent small withdrawals;
      - (2) Make only one charge through an ATM for each five consecutive days in travel status; and
      - (3) Keep the ATM receipt or a copy of the corporate card billing for reimbursement.
8. The **ADJC DIRECTOR**, at his/her discretion, shall approve all requests for travel advances. An **INFREQUENT TRAVELER OR A NEW EMPLOYEE** who travels prior to obtaining his/her state-contracted corporate card may request a travel advance.
9. **Eligibility for a Travel Advance:**
  - a. To be eligible for a travel advance, an **ADJC TRAVELER** shall:
    - i. Expect to be in travel status for a minimum of three consecutive days;
    - ii. Only submit GAO-509A State of Arizona Request for Travel Advance - HRIS (ADJC Form 2101.19B) if it is over \$100; and
    - iii. Submit an approved GAO-509 State of Arizona Out-of-State Travel Approval Request (ADJC Form 2101.19A) for an advance to CO Accounting no later than five working days prior to the day on which travel begins.
10. **Extending Business Trips With Vacation Time:**
  - a. The **FACILITY BUSINESS OFFICE OR CO ACCOUNTING** shall:
    - i. Reimburse the ADJC traveler for meals and incidental expenses for the days spent on state business, including travel time from and to the duty post;
    - ii. Not reimburse for meals and expenses for vacation days used to extend the business trip;
    - iii. Reimburse lodging at the single room rate for the days the ADJC traveler is conducting state business.

11. **Saturday Stay-Overs:**

- a. When an ADJC Traveler voluntarily agrees to a Saturday stay-over to qualify for a travel discount the **FACILITY BUSINESS OFFICE OR CO ACCOUNTING** shall:
  - i. Reimburse the Saturday meals, incidental expenses, and lodging if a cost analysis has been performed which clearly shows that the payment of the additional meals, expenses, and lodging still results in substantial savings usually \$50 or more.

12. The **FACILITY BUSINESS OFFICE OR CO ACCOUNTING** shall:

- a. Make all air travel arrangements through the recommended travel agency or book on line, whichever is the most cost effective;
- b. Ensure ADJC travelers traveling on State business receive discounted rates at various parking facilities at Phoenix and Tucson airports;
- c. Reimburse parking expenses maximum \$3.50 per day for Tucson and \$4.50 per day for Phoenix:
  - i. **ADJC TRAVELERS** shall present coupon along with their State employee ID to receive the discount.
- d. Reimburse taxi expenses which include fare and tips. If traveling with bags, the tipping amount is \$1 per bag. If traveling without a bag, the amount is \$1-\$2.

13. **Two-for-One Airline Tickets:**

- a. **ADJC** shall encourage the use of "Two for One" tickets, if available and cost effective.
  - i. If only one employee is traveling and the Two-for-One ticket option costs less than the lowest single price ticket, a non-employee may purchase and use the second ticket.
- b. **ADJC** shall pay half the total cost if only one employee is traveling and the non-employee will pay the other half;
- c. **ADJC** shall make a computation to assure that the Two-for-One ticket costs less than the lowest single price.

14. **ADJC TRAVELERS** are expected to use the most cost-effective, local common carriers (bus, taxi, streetcar, etc.) whenever possible.

- a. The **ADJC TRAVEL COORDINATOR** shall obtain a supply of Proof of Insurance cards from the Arizona Department Of Administration (ADOA) Risk Management Division to issue to state employees who have been approved to rent a car;
- b. If a rental car is authorized, the **FIRST LINE SUPERVISOR** shall:
  - i. Verify that the employee has a valid Arizona driver's license; and
  - ii. Holds a valid Defensive Driving certificate.

15. After completion of travel, the **FACILITY BUSINESS OFFICE, COMMUNITY CORRECTIONS BUSINESS OFFICE, OR CO ACCOUNTING** shall:

- a. Document all employee expenses for approved travel on the ADOA General Accounting Office (GAO) GAO-503ez State of Arizona Travel Claim Form (ADJC Form 2101.19C1);
  - i. **ADJC TRAVELERS** shall:
    - (1) Complete the GAO-503ez State of Arizona Travel Claim Form within three working days after completion of the travel; or
    - (2) In the case of regular multiple travel within each month, within three working days after the close of the month; and
    - (3) Ensure the following documents are attached to the Travel Claim Form, if applicable:
      - (a) Itemized meal receipt;
      - (b) Original itemized lodging receipts;
      - (c) Parking receipts;
      - (d) ATM receipts;
      - (e) Approved exception memos;

- (f) Business phone calls made while in travel status, (Cellular phone calls are not to be included);
- (g) Other receipts, as applicable.
- (4) Submit the State of Arizona Travel Claim Form to the Unit Supervisor for approval;
- (5) After the supervisor's approval, forward the Travel Claim to CO Accounting for processing and payment.

16. **In-State Travel:**

- a. The **EMPLOYEE'S SUPERINTENDENT OR ADMINISTRATOR** shall:
  - i. Be the authorizing authority for in-state travel. The state boundary line is the defining border distinguishing between out-of-state or in-state travel, with the exception of Las Vegas in accordance with State Travel Policy;
  - ii. Approve use of personal vehicles if there are no state vehicles available. Car pooling is expected whenever possible.
- b. **ADJC IN-STATE TRAVELERS** shall submit all travel claims to the respective facility business office, or Community Corrections for processing.

Signature Date

3/4/08

Approved by Process Owner



Patti Cordova, Assistant Director of Support  
Services Division

Effective Date

3/6/08

Approved by



Michael D. Branham, Director